SUMMER LIBRARY PROGRAM GRANT MANAGEMENT 2014

Presented by

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Session Objectives

- Common grant terminology
- Accepting the grant
- Report requirements
- Program expenditure approval
- Request for amendments
- Grant monitoring
- Best practices

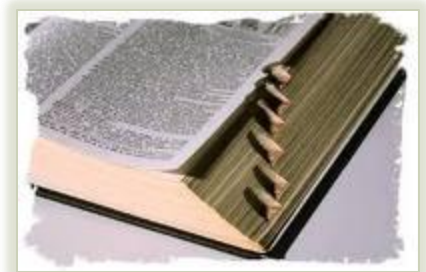# Grant Terminology

Common Grant Terminology

1. <u>Advance</u> – requesting funds from the State Library before you have actually spent those dollars

2. <u>Reimbursement</u> – requesting payment from LSTA grant, for a service or item for which you have already paid

3. <u>Encumbrance</u> – an obligation has been made, but not yet paid

4. <u>Balance</u> – available funds
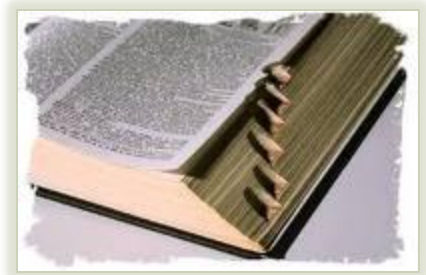
# Common Grant Terminology

5. <u>Bid</u> – a price offer; formal or informal process

6. <u>Procurement</u> – obtaining an item—generally through a purchase

7. <u>Certification</u> – assurance that what is stated is true

Common Grant Terminology

8. <u>Results based management</u> – changing the project based on results

9. <u>Outcome based evaluation</u> – a way to assess the impact of a project

10. <u>Output</u> – evidence of service delivery

11. <u>Outcome</u> – changes in attitude, behaviors, knowledge, skills, status or life condition

_____

Shaping Outcomes at

www.shapingoutcomes.org
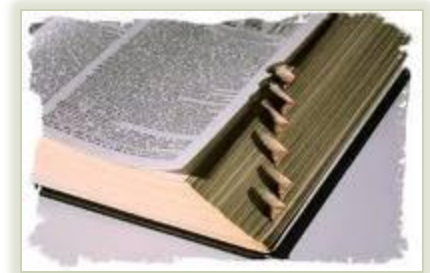
Evaluation Tools: Beyond the Numbers

- Observation
- Interviews
- Questionnaires or Surveys
- Focus Groups
- Case Studies

Outcome Based Evaluation Example

- <u>BASELINE DATA</u>
- Statistics from prior years
- Impact in prior years

startingpoint

Outcome Based Evaluation Example

- ☐ <u>ACTIVITIES</u>

- ➢ Project management

- ➢ Partner participation

- ➢ Project promotion

- ➢ Routine events

- ➢ Special events

LIGHTS, CAMERA ACTION

Outcome Based Evaluation Example

- **OBSERVATIONS, VERBAL CUES OR WRITTEN RESPONSES**
  - Project management
  - Partner participation
  - Project promotion
  - Routine events
  - Special events

Outcome Based Evaluation Example

- **Post-Implementation Data**

  Combine what you counted with what you observed, heard and read to assess the project

Accepting the Grant

Accepting the Grant

- Sign and return one copy of the grant acceptance form

- Sign and keep one copy of the grant acceptance form

Accepting the Grant

Statutes and Regulations

- Museum and Library Services Act of 2003: Public Law 108-81, 117 Stat. 991 (2003)

- Administrative Requirements: 45 CFR 1183

- Cost Principles: 2 CFR 225

- Debarment and Suspension: 45 CFR 1185

- Drug-Free Workplace: 45 CFR 1186

- Non-Discrimination: 45 CFR 1110, 1170, 1181

- Audits: OMB Circular A-133

- Work Authorization Program – Sections 285.525-285.550, RSMo

Report Requirements

Reporting Requirements

Grant Period for Summer Library Program Grants

- February 1, 2014 to August 15, 2014

Interim Report

- May 3, 2014

Final Report

- September 15, 2014

Report forms are online at
http://www.sos.mo.gov/library/development/grants.asp

Interim and Final Report Forms

Payment Request Forms

- ### *First payment*
  - Enter full first payment amount
  - Must need to start using funds within 45 days
  - **CANNOT be dated prior to the start of the grant period**

- ### *Final Payment*
  - Enter actual final payment amount
  - Submit with final report

Interim and Final Report Forms

Financial Report

- List only LSTA funds in the columns
- Use exact figures

Budget Category	LSTA Amount Approved	LSTA Amount Spent This Period	Total LSTA Amount Spent to Date	LSTA Unexpended Balance
Contractual Services	$0.00			$0.00
Library Materials (50% local match required)	$500.00	$500.00	$500.00	$0.00
Personnel	$3,767.00	$876.42	$876.42	$2,890.58
Public Relations	$626.00	$63.27	$63.27	$562.73
Supplies	$2,107.00	$1,897.58	$1,897.58	$209.42
Travel	$0.00			$0.00
Total	$7,000.00	$3,337.27	$3,337.27	$3,662.73

Interim and Final Report Forms

Payment Summary

- Keep close track of your expenses

- Include both local and LSTA expenditures

- Arrange by budget category

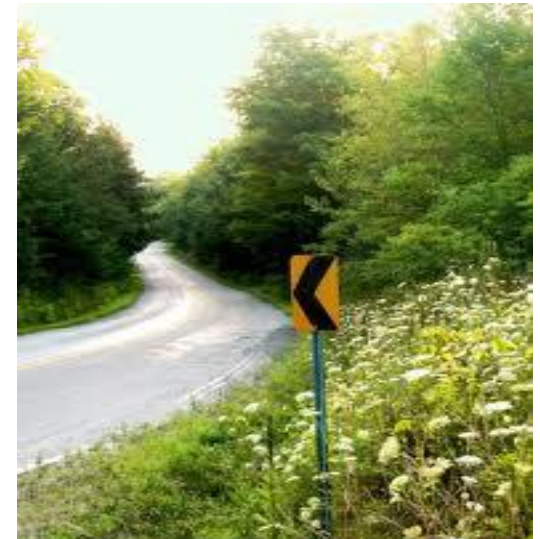| Budget Category	Description of item or service	Invoice #	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Supplies	Craft supplies: glue sticks, construction paper, scissors, etc.	12345	4/2/2013	Wal-Mart	$ 327.52		$ 327.52
Supplies	Children program supplies: 4 puppets	99712	4/17/2013	Puppet Store	$ 124.80		$ 124.80
Supplies	Teen program supplies: journals, pens, DVDs, cases, labels	65871	4/22/2013	Staples	$ 231.73		$ 231.73

Interim and Final Report Forms

- **Payment Summary – Reporting personnel costs**
  1. Personnel in Budget Category
  2. Services performed in Description of item or service
  3. Library position in Invoice #
  4. Dates of service span in Invoice Date
  5. Name of staff as Vendor
  6. LSTA portion of total in LSTA Funds
  7. Local match portion of total in Local Funds
  8. Wages paid in Total

Budget Category	Description of item or service	Invoice #	Invoice Date	Vendor	LSTA Funds	Local Funds	Total
Personnel	80 hrs Project planning and implementation	Coordinator	Jun-13	Jane Anderson	$ 1,290.63		$1,290.63

Other Report Requirements

☐ **Travel costs not part of Contractual Services**

➢ Keep track of date, location, purpose, miles and miscellaneous costs for each trip

➢ Totals should be transferred to the Payment Summary based on how they were paid (weekly, monthly, quarterly, etc.)

➢ Costs attributed to LSTA <u>cannot</u> exceed the Office of the Secretary of State's travel guidelines—this rate may fluctuate within the grant period

Report Requirements

☐ **Travel Form**

LSTA GRANT MONTHLY TRAVEL EXPENSE REPORT

FOR MONTH OF: _____

NAME OF TRAVELER: _____

MILEAGE RATE IN EFFECT: _____(cents per mile)

Include date, location and purpose, and travel costs funded through the LSTA grant.

Date	Location and Purpose	Miles	Mileage Reimbursement	Breakfast	Lunch	Dinner	Lodging	Bus, Taxi, R.R., Air	Misc. *

Interim and Final Report Forms

Interim Narrative Report Questions

1. Fill-in-the-blanks
2. Activities
3. Project changes and additions
4. Financial status
5. Outputs
6. Outcomes
7. Other

Interim and Final Report Forms

- **Final Narrative Report Questions**
  1. Fill-in-the-blanks
  2. Activities
  3. Project changes and additions
  4. Outputs
  5. Outcomes
  6. Best practices
  7. Project promotion
  8. Other

Report Requirements

- **Procurement Certification**

  - Needed when the cost of an item or set of items meets <u>your</u> institution's large purchase

  - **State Guidelines:** Over $3,000 in the aggregate

Prior Approvals and Amendments

Program Expenditure Approval

- If you did not have complete estimated costs for program-related expenses, be sure you have these items reviewed and approved <u>before</u> committing LSTA funds to them.

Request for Amendments

□ A formal amendment is needed for:

➢ Budget changes

- Moving over **$500** between existing budget categories

- Moving any funds into a budget category <u>not</u> in the grant award

- Needing to use LSTA funds for items not specifically listed in your grant application

- Needing additional funds

Request for Amendment

❑ Extension of the grant period

❑ A formal amendment may also be needed for:
  ➢ Programmatic changes

❑ No amendment needed, but do let us know about:
  ➢ Changes in key personnel
  ➢ Changes in subcontractor

Request for Amendment

□ Remember

➢ Changes must be approved before committing LSTA funds

➢ Do not assume you will receive reimbursement of local funds if you pay for something before the amendment is fully in place

APPROVED

Request for Amendment

- **The Request for Amendment Form**
  - Submitted <u>at least 3 weeks</u> before the end of the grant period

  - Filled out completely including reasons for the change

  - Must be fully executed before placing any orders, etc.

  - Online on the Library Development Grant Programs site
    http://www.sos.mo.gov/library/development/grants.asp

Grant Monitoring

Grant Monitoring

- ❑ A routine part of the grant process
  - ➢ Report reviews
  - ➢ Phone calls
  - ➢ E-mails
  - ➢ Site visits
- ❑ Project progress
- ❑ Grant file
- ❑ Findings

THE PULSE OF PROGRESS

Best Practices

Best Practices

❑ Create a file folder for <u>all</u> paperwork related to the grant

❑ Monitor your budget on an ongoing basis

❑ Know what you need to count and why

❑ Monitor changes in your participants

❑ Periodically review your application

Best Practices

- ❑ Watch for project changes

- ❑ Keep all original invoices, timesheets and travel records

- ❑ Make copies of all forms you send to the State Library

- ❑ Answer all the questions; fill in all the blanks

- ❑ File all reports on or before the deadline

Best Practices

Grant Writing and Management Manual

http://www.sos.mo.gov/library/development/grants/GrantsManual.pdf
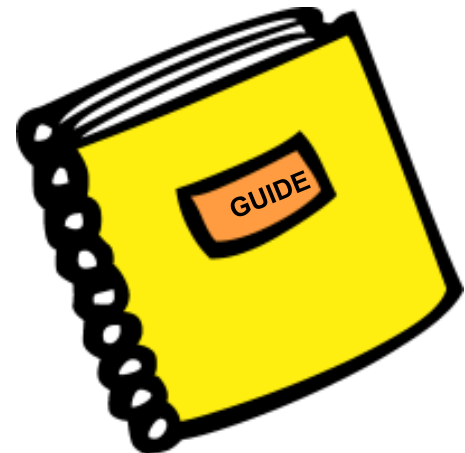
Questions

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